

MINUTES
of the
UAA EXECUTIVE COMMITTEE MEETING^[1]
Thursday, May 18, 2023
10:15 am – 12:15 pm

The Executive Committee ("ExCom") of the USAID Alumni Association ("UAA") met via Zoom on Thursday, May 18, 2023, at 10:15 a.m. The following UAA Board members, ExCom committee co-chairs, Senior Advisors, staff members, and guests participated in the meeting:

BOARD MEMBERS

Present

Roberta Mahoney
Chris Milligan
Margaret Neuse

Joy Riggs-Perla
Denise Rollins

Absent

Carol Dabbs
Miles Toder

COMMITTEE CO-CHAIRS AND SENIOR ADVISORS

Present

Barbara Bennett
Jim Bever
Terry Brown
Margot Ellis
Karen Freeman
Steve Haykin
Tom Nicaastro

Sharon Pauling
Carol Peasley
Alex Shakow
Christine Sheckler
Rob Sonenthal
Nancy Tumavick
Steve Wingert

Absent

Bette Cook
Beth Hogan
Gail Spence

WEBMASTER

Stu Callison

SYSTEMS MANAGER

Present:

Absent:

Ven Suresh

MEETING CHAIR

Roberta Mahoney

* * * * *

Roberta Mahoney called the meeting to order at 10:15 a.m.

^[1] These minutes benefited greatly from detailed decision notes prepared by Christine Sheckler on behalf of the Public Outreach Committee; an aide mémoire on the May 4 Board meeting provided by Joy Riggs-Perla; and comments on an early draft by Nancy Tumavick. The assistance of these ExCom members is gratefully acknowledged. [RBS]

Roberta noted that (i) a quorum of the Board was present; (ii) on behalf of the Public Outreach Committee, Christine Sheckler would be taking notes on the decisions reached during the meeting; and (iii) at the June 15 ExCom meeting, the Membership Committee would be responsible for recording decisions.

1. **MINUTES.**

Approval of the minutes for the April 20 ExCom meeting was deferred until the June 1 Board meeting to allow for additional comment on the draft circulated earlier in the week.

2. **FINANCIAL/BUDGET AND MEMBERSHIP REPORTS.**

A. Financial and Budget Reports.

In the absence of Carol Dabbs, UAA Treasurer, Roberta called the ExCom's attention to the Financial and Budget Reports for April 2023 (Attachments A and B) prepared by Carol and distributed to the ExCom prior to the meeting.

Roberta reminded committee co-chairs that, in accordance with UAA procedures, the Budget would be reviewed in June. She urged the co-chairs to submit proposed revisions to their respective committee budgets, if any, to Carol by June 1.

B. Membership Statistics.

Tom Nicastro reported that Membership and Contributions Summaries for March and April had not yet been completed because System Manager Ven Suresh has been preoccupied at his State Department job dealing with the crisis in Sudan. However, he was able to provide interim figures for April 2023 for registrants (1,283) and members (357).

3. **ISSUES.**

A. Spring Reception.

Karen Freeman reported on preparations for the Spring Reception, scheduled for Thursday, June 1, from 3:00 to 6:00, at DACOR Bacon House. Registration is currently 81 to attend in-person, and 37 to attend virtually between 3:30 and 4:30. The featured speakers will be Michele Sumilas, AA/PPL, and Laura Jagla, Communications Director in the agency's Office of the Chief Diversity Officer.

The original budget for the reception was \$2,500, based on the cost of last year's event. But this year DACOR is quoting \$3,397 without beverages, and \$3,700 with beverages — amounts which exceed the Social Events Committee's budget (\$3,300) for the whole year. In the near term, the committee proposes to cover the additional cost by using (i) \$500 originally budgeted for the Summer Picnic, and (ii) contingency funds, but will need additional funds to cover the Summer Picnic and the committee's regional efforts.

After discussion, the following motion, duly seconded, was adopted by the Board by unanimous vote:

- The SEC is authorized to accept the terms proposed by DACOR, including beverages, using all available resources from the committee's current budget, plus contingency funds, to cover the cost.
- Rob Sonenthal, UAA legal counsel, should review the DACOR/UAA contract before it is signed.
- The SEC should include, in its June budget submission, a request for additional funds to cover the Summer Picnic, etc.

Margaret Neuse noted that supplies that the SEC can use for the Summer Picnic are currently stored in Anne Arnes' basement.

B. May Board Meeting.

Roberta Mahoney reported on the principal decisions taken by the Board at its meeting on Thursday, May 4, 2023. The Board—

- Finalized the proposed agenda for UAA's quarterly meeting with DAA Paloma Adams-Allen.
- Discussed cost and logistical issues relating to the upcoming Spring Reception.
- Reviewed the selection process and timeline for identification of candidates by the Nominating Committee and voting by the membership. The scheduled closing date of Wednesday, October 25, is only 2 days prior to the AGM.
- Reviewed the final arrangements for the UAA events (i) at Florida International University (Tuesday, May 2) and (ii) with FSRA and WAC (Friday, May 19), at which UAA will be represented by Margot Ellis.
- Reviewed the status of Implementation Plan updates submitted by committee co-chairs.
- Discussed the Membership Committee's efforts to recruit administrative support.
- Received a report from Carol Dabbs on the status of the UAA's 2022 information return (IRS Form 990).
- Considered whether (and, if so, by when) to invite Administrator Power to attend the AGM in person.

C. USAID/UAA MOU.

Chris Milligan reported on the Board's quarterly meeting with DA/AID Paloma Adams-Allen, accompanied by representatives from LPA, PPL and HCTM, summarizing the minutes he circulated earlier to the ExCom:

- The meeting covered a wide range of issues, particularly workforce issue — e.g., new employees, DEIA, Foreign Service strengthening, Civil Service reform, the tensions that arise from too many employee classifications.
- Joy Riggs-Perla spoke for the Board. Among other things, she proposed that steps be taken to increase awareness of UAA and its work among USAID career staff.
- Denise Rollins presented an update on the Mentoring Program.

Chris provided updates on other activities under the USAID/UAA MOU:

- Chris agreed to coordinate with HCTM on a briefing for ExCom members on if/how UAA can support the agency's Strengthening FS and SFS Initiative.

- USAID is drafting a Mandatory Guidance on Supporting FSNs in Emergencies/Crisis playbook, and plan to share a draft with UAA.
- PPL is moving ahead with the UAA Mission support initiative; Development Issues Committee members will join an upcoming conference call with Missions to explain the initiative.
- Chris is preparing a "lessons-learned" from the recent Retirement Ceremony.
- LPA has developed state-specific fact sheets for speakers, and will send UAA the sheets for Georgia, Florida, and California.
- LPA continues to explore how USAID can raise internal awareness of UAA by distributing the UAA newsletter or through an Agency Notice.

Margaret Neuse called attention to the "Ted Talk" on communication presented at the FSN Global Advisory Council on May 16. FSN comments focused on the problem of "difficult conversations" with Mission leadership in which FSNs seek to express their views, to make themselves heard, not always successfully.

Tom Nicastro noted that USAID has prepared an "implementation plan" for FSN empowerment, including an hour-long training module on the issue, and is including "FSN management" in evaluations.

Chris provided additional background on the Mission support initiative: PPL and the DIC foresee two pilot programs, the first with Timor Leste (Barbara Dickenson will travel there in the summer), the second TBD. Reimbursement of travel/living expenses, once a possible problem under the USAID/UAA Gratuitous Services Agreement, is a problem no longer. PPL will be sending a brief explanation of the initiative.

The consensus of the Board, expressed by Roberta Mahoney, was that DA Adams-Allen and Counselor Clinton White are outstanding partners.

D. 2023 Strategic Framework and Implementation Plans.

Miles Toder was in Jacksonville so unable to discuss further the Implementation Plan updates submitted by the committee co-chairs. However, Christine Sheckler will forward his email containing minimal changes to Roberta Mahoney for distribution to the committee co-chairs.

E. Administrative Assistants.

Joy Riggs-Perla reported on the Board's decision to step up its support for committee efforts to recruit administrative and analytical assistance. In order to lead that effort, a small task has been established, whose members are Nancy Tumavick, Carol Dabbs, and Joy. The task force will report from time to time on particular cases.

Roberta Mahoney noted that UAA partner organizations have similar needs, and could be a source of advice on how to proceed.

F. Vacant Volunteer Positions.

(1) Newsletter.

Nancy Tumavick has not been able to work on recruiting a volunteer to manage the Newsletter, so she will continue in that position for the time being. All the same, she hopes that we can identify a replacement, preferably from within the ExCom itself, who is already familiar with the process.

Roberta expressed appreciation to ExCom members — and especially to Stu Callison and Carol Dabbs — for their cooperation and support.

(2) Book Club.

According to Stu Callison, the DIC has been looking for a chair and reviewers; the most recent appeal was sent to committee members in March. He noted that, with the Book Club inactive over the summer, further recruitment efforts may have to wait until Fall.

Roberta Mahoney wondered whether the position of chair and/or reviewer could be filled by an alum located outside the DMV, given that the Book Club has been holding its meetings remotely. Stu agreed it was possible — and might even help to increase attendance — but suggested that the decision was for the DIC co-chairs.

4. **COMMITTEE REPORTS.**

A. Membership.

Tom Nicastro reported on the activities of the Membership Committee.

The recent Membership Survey had fifteen questions, and approximately 250 members responded. As a result, the co-chairs are still struggling to analyze the results. They've decided, nevertheless, to present the results that are available at the June ExCom meeting.

The MemCom has recruited an administrative assistant. It has a draft contract and a revised statement of work, and is working on the compensation package, with Ven Suresh's compensation as a ceiling. The final will be reviewed by Carol Dabbs and Rob Sonenthal before signature.

B. Development Issues.

Steve Haykin reported that the DIC is working to organize a meeting on the status of development finance, featuring Andy Herskovits, for early in the Fall.

Alex Shakow called attention to two upcoming DACOR/UAA Development Dialogues:

- on May 24, with former Peruvian Interim President Francisco Sagasti — a scholar and student of international development; and
- on June 5, with Steve Sinding, discussing "Whatever Happened to the Population Explosion and Where Are We Today."

Alex noted that the Development Dialogues are both in-person and virtual, but urged interested ExCom members to attend in-person.

C. Mentoring.

Sharon Pauling reported on the Mentoring Program:

- At the end of March, the Program distributed a quick-and-easy check-in survey to mentors and mentees, not as a substantive evaluation, but simply to determine whether the mentor/mentee pairs were meeting and talking. A more formal evaluation is planned for June, with the results analyzed in July and August.
- USAID would like UAA to expand the Program to meet the demand. To do that, we will need to work on recruiting more mentors.

D. History of USAID/ADST.

Carol Peasley reported that we are continuing to interview USAID alumni and to post transcripts of those interviews on-line.

E. Annual General Meeting.

Steve Wingert reported on preparations for the Annual General Meeting:

- The AGM Committee met last week to discuss the meeting agenda. Jim Michel is preparing a summary of the proceedings.
- The tentative agenda is as follows:

8:30-9:00	Coffee and snacks
9:00-1:00	Power keynote; panels and discussion
1:00-3:00	Lunch

- There will be two substantive panels on USAID's New Initiative Framework.
- The first panel will address: What is the new Framework? The second panel will focus on what changes the Agency must undertake to implement the Framework, particularly the workforce issues that constrain USAID's ability to act.
- The committee has begun identifying possible panelists.

[Jim Bever joined the meeting.]

F. Public Outreach.

Christine Sheckler reported on the recent activities of the Public Outreach Committee:

- The committee is considering the feasibility of organizing UAA regional chapters, beginning with Florida (in progress) and Southern California (next year), and thereafter perhaps in New Mexico, Vermont and/or North Carolina.

- With that in mind, two events were planned this month for Florida:
 - On May 2, Isobel Coleman, Deputy Administrator for Policy & Planning, and Counselor Clifton White visited Florida International University, but we were unable to arrange a meeting between Ms. Coleman, Mr. White, and a small group of local UAA members.
 - On the afternoon of May 19, in connection with a meeting of the Foreign Service Retirees Association of Florida on "Trade and Aid," we've scheduled a meeting of UAA and non-UAA USAID retirees to discuss the feasibility of a UAA Florida Chapter.
- The committee will circulate a draft UAA Outreach Speakers' PowerPoint Toolkit next week to the ExCom for their feedback. After which LPA has agreed to help UAA prepare a final version. Jim Bever plans to test drive the toolkit during his visit to the Chautauqua Institution.
- The committee is discussing possible collaboration with the World Affairs Council of America. For example, WACA has asked for UAA assistance with its "Great Decisions" series – choosing foreign policy themes and providing commentators based on topic and expertise. In addition, WACA has 93 local chapters in 40 states, some of which are integrated with local institutions, which could be helpful in USAID's DEI recruitment efforts.

5. **OTHER BUSINESS.**

A. System and Administrative Issues.

Terry Brown led a discussion of Devex Pro: the benefits that a UAA subscription to Devex Pro would provide (publications and analyses, and webinars/seminars; the costs of a group subscription vs. an individual subscription; and whether any ExCom members would be interested. (Thus far, only 3 ExCom members have indicated an interest.)

Terry will contact a Devex representative to obtain additional information — e.g., how many individuals can be covered by a group subscription — and will report back at the June ExCom meeting.

B. Other Business: General.

(1) Newsletter.

Nancy Tumavick reminded the ExCom that the June newsletter was scheduled for publication on June 5 and, therefore, that all material for publication in therein — including articles and photos from the Spring Reception, the two meetings in Florida, and the May 24 Development Dialogue — must be submitted not later than a week before.

(2) Picnic for FSNs.

Chris Milligan alerted the ExCom that Clinton White is organizing a Family Day picnic at Fort Hunt Park on Sunday, June 25, and would like to invite former FSNs located in the Washington metropolitan area. Please forward names and email addresses to Jim Bever, Denise Rollins, or Chris.

C. Schedule/Venue of Future Meetings.

The upcoming schedule of meetings:

- Next Board meeting: Thursday, June 8, 2023.
- Next ExCom meeting: Thursday, June 15, via Zoom. The Membership Committee will be responsible for reporting on decisions and other actions.

D. Other Upcoming Events.

- TED Talk with FSN Global Advisory Council, May 17, 8:00-9:00 a.m.
- Jacksonville Florida FSRA event, May 18-19
- DACOR/UAA Development Dialogue, Dr. Sagasti, May 24, 12:00-2:00
- Spring Reception: June 1, 3:00-6:00 @ DACOR Bacon House
- DACOR/UAA Development Dialogue, Dr. Steve Sinding, June 5, 10:00-12:00
- Next meeting on MOU with DA Adams-Allen: in September. Chris Milligan will coordinate with Keosha Harvey (DA-MR) and Erin Braxton (C/AID).

6. ADJOURNMENT.

A motion to adjourn, duly seconded, was adopted unanimously. The meeting adjourned at 12:00 noon.

Respectfully submitted,



Rob Sonenthal
Assistant to the Secretary

Approved: June 15, 2023.

Attachments:

- A. UAA Financial Report as of April 30, 2023
- B. UAA 2023 Operating and History Budget Report (through April 30, 2023)

ATTACHMENT A

**UAA FINANCIAL REPORT
AS OF APRIL 30, 2023**

(U.S. Dollars)

	Balance 03/31/2023	Deposits	Disburse- ments	Balance 04/30/2023
UAA Operations Account				
Checking Account	25,906.72	1,275.66	15,932.85	11,249.53
Savings Accounts	69,870.37	10,017.63	0.00	79,888.00
Total Operations Member Acct	95,777.09	11,293.29	15,932.85	91,137.53
UAA History Project Account				
Checking Account	5,386.01	0.00	0.00	5,386.01
Savings* Accounts	52,133.24	483.17	0.00	52,616.41
Total History Project Member Acct	57,519.25	483.17	0.00	58,002.42
UAA Total Bank Accounts				
Checking Accounts	31,292.73	1,275.66	15,932.85	16,635.54
Savings* Accounts	122,003.61	10,500.80	0.00	132,504.41
Total LFCU Accts	153,296.34	11,776.46	15,932.85	149,139.95

\$10,000 moved
to savings from
checking

* Includes both Main Savings and Premier Savings Accounts

5/13/2023

Mentoring Committee (name changed from USAID Strengthening in November 2022)						0	0	
Administrative Assistant	5,000					0	5,000	
Technical Assistance & Facilitator Travel for Virtual Training	0					0	0	
Other	0					0	0	
Sub-Total, Mentoring Committee	5,000	0	0	0	0	0	5,000	
Public Outreach Committee								
Public Outreach Materials Production	2,000					0	2,000	
Travel to establish alumni branches	2,000			478		478	1,522	
DACOR	1,000			1,000		1,000	0	
CGD	1,000			1,000		1,000	0	
USGLC General Membership	1,000			1,000		1,000	0	
Sub-Total, Public Outreach Committee	7,000	0	0	3,478	0	3,478	3,522	
Social Events Committee								
Winterfest	1,203			1,203		1,203	0	
Spring Reception	2,500				100	100	2,400	
Summer Picnic	1,000		425			425	575	
Other Social	397					0	397	
Sub-Total, Social Events Committee	5,100	0	425	1,203	100	1,728	3,372	
Administrative Costs								
Systems Manager	20,000			4,800		4,800	15,200	
Website: Web Master	1,250					0	1,250	
Domain Hosting (was bundled with Web Master in initial 2022 budget)	1,000	144				144	856	
Constant Contact	900	70	70	70	70	280	620	
Survey Monkey Subscription--1 year	407					0	407	
Zoom subscription	160					0	160	
Bank Charges: Click & Pledge, tranfer fees	2,100	304	163	184	70	721	1,379	C&P fees
Liability Insurance	500					0	500	
D & O Insurance	750					0	750	
Tax Preparation	650					0	650	
Office Supplies, mailing costs	300	16	4	46		65	235	
Sub-Total Administrative Costs	28,017	533	233	5,054	140	6,010	22,007	
						0	0	

Contingency	2,000						2,000	
ROUTINE EXPENDITURES TOTAL	59,917	533	658	10,036	240	11,516	48,401	formula error for March expenditures corrected
REVENUE MINUS EXPENDITURES	-16,917	6,467	2,767	-5,386	1,010	4,809	-21,726	
UAA 2023 HISTORY PROJECT BUDGET								
Revenue (interest on savings accounts)	325	309	0	0	483	793	-468	
Expenditure Items								
History Committee								
<i>Enduring Struggle</i>	250	0	0	0	0	0	250	
ADST support	0	0	0	0	0	0	0	
AU Archives Internship Program	10,000	5,000	0	0	0	5,000	5,000	
Sub-total, History Project Expenditures	10,250	5,000	0	0	0	5,000	5,250	
*History Project funded by specific donations in prior years; no expected revenue other than interest on those funds.								

Items with this highlighting are changed from last report

5/14/2023